# Job Description

**Position: Accommodation Manager Assistant**

# Hours: Fulltime residential

# Terms: Practising Sangha volunteer with monthly allowance

## Line Manager: Accommodation Manager

Dzogchen Beara offers a range of high-standard accommodation including a farmhouse hostel, rooms in the Care Centre and cottages. Our accommodation is used by people attending retreats at Dzogchen Beara and guests on supported Care Breaks as well as the general public.

The Accommodation Manager Assistant will work with a dynamic team of staff and volunteers to ensure that our rooms are offered to guests in a manner that demonstrates a high standard of care and attention to detail.

As a member of the practising sangha you will also be playing a centrally important role in the daily life of Dzogchen Beara by joining a team that holds the heart of our daily spiritual practice.

*You will have a single room in the retreat area.*

**Responsibilities:**

1. Checking cleanliness and maintenance of all accommodations and reporting back to the Accommodation Manager.
2. Supervision of cleaning staff when accommodation manager not present.
3. Acting as hostel warden up to three times a week.
4. Covering Accommodation Manager leave.
5. Laundry and light cleaning duties as required
6. Other tasks as required by Accommodation Manager.

**A typical working day is 6 hours and a working week is 5 days.**

**Your day will also include participation in and support of the daily schedule of practice and ritual.**

**You are asked to make an initial commitment of 6 months to a year, with a 6-week trial period.**

**Requirements**

* Rigpa Student
* Familiarity with Rigpa Vajrayana practices and a willingness to train in ritual and participate in practice rotas
* Excellent spoken and written English
* Basic computer skills
* Good team worker and ability to work on own initiative
* Flexible
* Sociable and Friendly